



W. W. Hansen Experimental Physics Laboratory  
STANFORD UNIVERSITY  
STANFORD, CALIFORNIA 94305-4085

Gravity Probe B Relativity Mission

**Space Vehicle Closeout Photo Plan**  
**P1059 Rev -**  
**March 10, 2004**  
**Contract No. NAS8-39225**

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## **1. Scope**

This Plan covers the management and methods of making Space Vehicle Closeout Photos available for review and submittals to MSFC. Lockheed Martin Technical Team members have generated all photographs covered by this plan at Vandenberg Air Force Base of the Gravity Probe B Space Vehicle.

The purpose of this plan is to describe the process for controlling these photos, as they are ITAR sensitivity. No photos are to be sent outside of the email system other than as specified in this document.

## **2. Closeout Photographs**

Lockheed Martin team members shall take pictures of all areas in which work has been performed and prior to next layer of assembly. The purpose is to review these photos prior to closing off access. Any technical or S&MA representative may perform real-time review on-site if requested.

On-site reviewers include but are not limited to the following:

Lockheed Martin VAFB Mechanical Lead  
Lockheed Martin Quality Engineer  
Stanford University Responsible Product Engineer  
Stanford University Quality Manager  
MSFC Safety and Mission Assurance Representative

## **3. Copying of Closeout Photos**

Each day the Stanford University Representative is responsible for attaining any photos taken. The SU Representative shall exchange digital camera cards with the LM Mechanical Lead. The SU Representative shall then create a CD of all photos on that media card. One copy will be given to the LM Mechanical Lead and one copy to Stanford QA.

An additional copy will become part of a history file, and will be available for on-site review by team members.

## **4. Archiving Closeout Photos**

The SU Representative shall post all new photos to the Stanford University [DBM drive ITAR folder](#). The sub-folder is "[VAFB Closeout Photos](#)".

## **5. Notification of Closeout Photo Posting**

The SU Representative shall send out an email to Stanford and Lockheed Martin stating that the photos have been posted and are ready for review by the appropriate Responsible Product Engineers. The RPEs are responsible for reviewing and commenting with 24 hours of posting.

The day following the posting of photos, at least one member from the Stanford and Lockheed Martin teams shall report at the 7:15 AM meeting approval to proceed with that day's activities. These approvals shall become part of the minutes of the morning meeting. For work falling on Saturday and Sunday, an email shall be sent to the Stanford QA Manager stating "okay to proceed".

Reviewers are as follows:

Bruce Clarke	ECU	email: <a href="mailto:clarke@relgyro.stanford.edu">clarke@relgyro.stanford.edu</a>
Chris Gray	GMA	email: <a href="mailto:gray@relgyro.stanford.edu">gray@relgyro.stanford.edu</a>
Rob Brumley	SV	email: <a href="mailto:brums@relgyro.stanford.edu">brums@relgyro.stanford.edu</a>
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Dorrene Ross	SV	email: <a href="mailto:dorrene@relgyro.stanford.edu">dorrene@relgyro.stanford.edu</a>

## 6. Delivery of Closeout Photos to MSFC

One copy of each new CD shall be sent to MSFC for posting on the MSFC VRC. The CD shall be sent to:

Deborah Dobbs, SD32  
Marshall Space Flight Center  
Bldg. 4201, Room 509  
Marshall Space Flight Center, AL 35812